

IFT17 Exhibitor Survival Guide - Part 2 - General Show Questions



IFT17

Thank you for exhibiting at IFT17.

The IFT17 Exhibitor Survival Guide was created to help you. We've updated our website and we want to make sure you know where the information and tools are to execute a successful show. This presentation contains the most popular show questions we receive. Please review and if you still have questions you can contact Dan Gullicksen at dgullicksen@ift.org

Where do I login?

1. Go to www.iftevent.org/expomanagement
2. Login
3. This is where you can register for badges & hotel, update your directory listing and have access to the exhibitor service kit.

Where is the exhibitor service kit?

1. Go to www.iftevent.org/expomanagement
 2. Login
 3. Scroll down to Exhibitor Service Kit and click on **Access Freeman Exhibitor Kit**
- Freeman is the official contractor for IFT17 and our exhibitor kit is connected to the Freeman website. The first time you access the exhibitor service kit, you'll have to log into the Freeman site. You will only have to do the once. The next you access the exhibitor service kit, the Freeman site will remember your login information and you'll go right in.

I see order forms for Freeman and SES. Who does what?

The Sands Expo is the convention Hall where IFT17 will be held. They work with Specialized Event Services (SES) and they are the exclusive provider of all Electrical, Internet, Telecommunications, Plumbing and Rigging/Lighting/Banner hanging services. Freeman is the official contractor for IFT. They will handle all other services.

Who hangs signs? I see an order form from Freeman and SES.

SES

- 200 LBS and over
- Requires truss work
- Booth located in the Venetian Ballroom

Freeman

- Under 200 LBS
- Requires NO truss work
- Booth located in the Sands Expo Halls A-C

When is the advanced warehouse open?

The advanced shipping warehouse is open from
May 25, 2017 to June 14, 2017

Exhibiting Company Name / Booth #
IFT17
C/O FREEMAN
6675 W Sunset RD
Las Vegas, NV 89118

How do I complete my directory listing?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Go to Manage Your Account and click on **Access My Exhibitor Account**
4. Information for the printed directory is pulled from Show Guide, Business Card, Company Profile and Categories. Make sure all sections are filled out completely!
5. Directory listings must be completed by **April 14, 2017**

How do I make a booth payment online?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Go to Manage Your Account and click on **Access My Exhibitor Account**
4. Click on **Account Balance/Payments**
5. Click on **Make Payment**
6. Verify Card Holder Billing Information
7. Enter Payment Method Information
8. Click **Next** and follow steps

How do I get a receipt for my booth?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Go to Manage Your Account and click on **Access My Exhibitor Account**
4. Click on **Account Balance/Payments**
5. Click on the printer icon to print a receipt

How many badges do I get?

Free Allotment

5 badges per 10x10 booth space

Paid Allotment

5 badges per 10x10 booth space at \$60 each

How do I register for badges and hotel?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Click on **Exhibitor Registration**
4. Verify the Group Contact information (if there is a change, please email Dan Gullicksen at dgullicksen@ift.org)
5. Follow the steps in the tool bar for badge and hotel reservation
6. If you have any questions contact Mary Grzelak at iftexh@experient-inc.com or 847.996.5494

Home	Step 1 Add/Edit Badges	Add/Edit Hotel	Step 2 Make Reservations	Step 3 View Completed	Group Contact	Customer Expo Pass	Lead Retrieval
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How do I make changes to reservations?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Click on **Exhibitor Registration**
4. Find the reservation you need to change and go to the Reg Type column
If you need to cancel the reservation, click the red **X**
Or click the link to edit the reservation
5. If you have any questions contact Mary Grzelak at iftexh@experient-inc.com or 847.996.5494

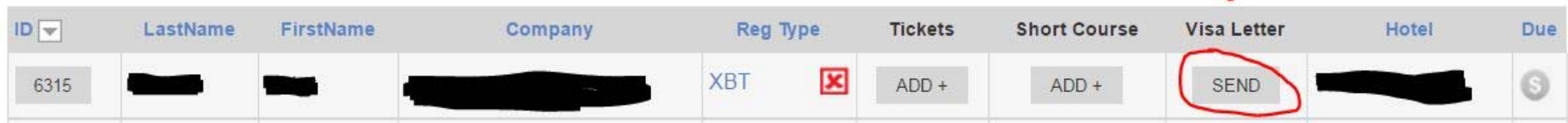
How do I send my customers free passes?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Click on **Exhibitor Registration**
4. Click on **Customer Expo Pass** and follow the steps
5. If you have any questions contact Mary Grzelak at iftexh@experient-inc.com or 847.996.5494



How do I get a Visa letter?

1. Go to www.iftevent.org/expomanagement
2. Login
3. Click on **Exhibitor Registration**
4. Once you've registered your staff, you'll see the option to send a Visa letter.



The screenshot shows a table with columns: ID, LastName, FirstName, Company, Reg Type, Tickets, Short Course, Visa Letter, Hotel, and Due. A red arrow points to the 'SEND' button in the 'Visa Letter' column of the first row. The 'SEND' button is circled in red.

ID	LastName	FirstName	Company	Reg Type	Tickets	Short Course	Visa Letter	Hotel	Due
6315	[REDACTED]	[REDACTED]	[REDACTED]	XBT	ADD +	ADD +	SEND	[REDACTED]	\$

- You must be registered for IFT17 to receive a Visa letter

Is there Wi-Fi on the show floor?

There is no Wi-Fi on the show floor. Wi-fi needs to be ordered (forms are located in the exhibitor service kit). The Wi-Fi will be available through hard-wires. If you want wireless, you will need to bring in a wireless router. If you have questions, please contact the Sands Expo at 702.733.5531 or servicecenter@sandsexpo.com

Do I need to contact the Fire Marshall if I'm cooking in my booth?

If you are cooking, or doing cooking demonstrations in your booth, you will have to notify the fire marshal. For more information, please click on one of the links below:

<http://www.clarkcountynv.gov/building/HowToGuides/105.6.34ExhibitsAndTradeshows.pdf>

<http://www.clarkcountynv.gov/depts/fire>

<http://www.clarkcountynv.gov/building/Forms/TemporaryOperationalFirePermit.pdf>

FAQs

What's my username and password?

Contact Dan Gullicksen at dgullicksen@ift.org for login information

Where are the deadline dates?

The deadline dates are located in the exhibitor service kit

How do I get a copy of my IFT17 contract?

Contact Dan Gullicksen at dgullicksen@ift.org for login information

What are the set up/tear down days and hours?

You will find you're the set up/tear down times in the exhibitor service kit. Once you are in the kit, go to QUICK FACTS on the left hand side of the screen. Please refer to the Targeted In-bound Floor Plan (also located in the exhibitor service kit) for your assigned move-in date and time.

Where and when can I register my EAC?

EAC registration will begin on April 19, 2017 on the exhibitor website

Institute of Food Technologists

Headquarters

525 W. Van Buren Street
Suite 1000
Chicago, IL 60607
+1.312.782.8424
ift.org

Melodie Anderson
Exhibits Manager
312.604.0265
manderson@ift.org

Dan Gullicksen
Exhibits Coordinator
312.604.0279
dgullicksen@ift.org

